Date: 13 August 2014

To: CUSA via Karen Ledom

From: Samantha Montague, CLA&S Representative for KU-Haskell Exchange Enrollments

RE: Course title approval for Haskell courses taken by KU students

When a KU student chooses to take a course at Haskell they are vetted through an application that routes through CLA&S to the Haskell Registrar. Once they choose a course they want to take, CLA&S enrolls them in an LA&S placeholder course. If a student chooses to enroll in a course not previously taken at Haskell, the CLA&S representative requests to have the Haskell course title added to the LA&S 200 or LA&S 450 topics course. This title addition request is routed through CUSA and upon approval goes to the Registrar for entry. These requests are typically always approved as eligible KU students are allowed to take any Haskell course they want.

The issue with this process is that sometimes students do not know they want to take a Haskell course until CUSA is no longer in session and therefore we cannot enroll them in their LA&S placeholder course until CUSA convenes and approves the title.

Proposal:

Since all requests are approved, we are requesting that CUSA extend a one-time approval for all Haskell courses to be eligible for title addition to the LA&S 200 or LA&S 450 course placeholder, negating the need to submit a course title addition one-by-one as they come up.

Thank you for your consideration,
Samantha Montague

Attachments:

KU-Haskell Exchange Program Application
Explanation of KU-Haskell Exchange program
Haskell-KU Student Exchange Program Application

In an agreement with the University of Kansas, students from both schools have the ability to attend classes at each university while being a full-time Haskell Indian Nations University or University of Kansas student. This long-standing program is open to qualified students and all inquiries, approvals, and student applications should be routed through the Office of the Registrar, Haskell Indian Nations University.

Student Information

Semester: ☐ Fall ☐ Spring ☐ Summer

Student Name: __________________________________________

Last First Middle Name ____________________________________

Mailing Address: _________________________________________

E-mail Address: __________________________________________ Telephone: ___________ Cell: ___________

Emergency Contact Information

Name of Individual to notify in case of emergency: __________________________________________

Relationship: _______ Parent _______ Nearest Relative _______ Spouse _______ Other

Address/City/State/Zip Code: __________________________________________

E-mail Address: __________________________________________ Telephone: ___________ Cell: ___________

Requirements of the Program

<table>
<thead>
<tr>
<th>Haskell Students</th>
<th>KU Students</th>
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<tbody>
<tr>
<td>• Must have a 2.50 Cumulative GPA</td>
<td>• Must be in Good Standing</td>
</tr>
<tr>
<td>• Must be in Good Standing</td>
<td>• Must adhere to Haskell Academic Calendar including application deadlines, drop/add periods, withdrawal</td>
</tr>
<tr>
<td>• Must meet all pre-requisites for KU class, refer to website <a href="http://www.classes.ku.edu">www.classes.ku.edu</a> for information</td>
<td>• Can only take one (1) class per semester</td>
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<td>• Must have Advisor Signature</td>
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<td>• Can only take courses not offered at Haskell</td>
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<tr>
<td>• Students are required to pay for parking, books, lab fees and other expenses as normally required of a student at the University of Kansas</td>
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<tr>
<td>• Must adhere to KU Academic Calendar including application deadlines, drop/add periods, withdrawal</td>
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Note: Neither KU or Haskell courses are guaranteed. Students must enroll full-time (min. 12 hours) and maintain this schedule until they are notified of the approved KU/Haskell course.

Haskell Students:

1. Provide a completed degree check sheet along with this application.
2. In a brief type written statement on a separate sheet of paper, describe how this course will facilitate the success of your academic program.
3. Do you have reliable transportation to the University of Kansas campus? ☐ Yes ☐ No
4. Did you know there is a dedicated Lawrence bus from the Haskell campus to KU and back? ☐ Yes ☐ No
How to Complete Course Selection Request

Example A. Haskell Indian Nations University

<table>
<thead>
<tr>
<th>Department</th>
<th>Crs. ID</th>
<th>Section</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL</td>
<td>103</td>
<td>04</td>
<td>General Biology and Lab</td>
<td>5.0</td>
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</tbody>
</table>

Example B. The University of Kansas

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Name</th>
<th>Type</th>
<th>Time/Place and Instructor</th>
<th>Credit Hours</th>
<th>Class #</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 624</td>
<td>Organic Chemistry</td>
<td>LEC</td>
<td>MWF 11-1150 MAL 2001 Malinakova, Helena</td>
<td>3</td>
<td>51486</td>
</tr>
<tr>
<td>CHEM 624</td>
<td></td>
<td>DSO</td>
<td>M 530-7p MS 107 Malinakova, Helena</td>
<td>3</td>
<td>62143</td>
</tr>
<tr>
<td>CHEM 625</td>
<td>Organic Chem I Lab</td>
<td>LAB</td>
<td>R 930-1045a WES 3140 Mure, Minae</td>
<td>2</td>
<td>51487</td>
</tr>
<tr>
<td>CHEM 625</td>
<td></td>
<td>LBN</td>
<td>T 730-1220p MAL 4034 Mure, Minae</td>
<td>2</td>
<td>51488</td>
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Course Selection Request

First Choice

Haskell Indian Nations University

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The University of Kansas

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Second Choice – If approved for first choice, second choice will not be an option of enrollment.

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By signing this form, I agree to follow the rules and policies of Haskell Indian Nations University and the guidelines of the University of Kansas Student Exchange Program. I understand that my transcript may be provided to Exchange Program Coordinators from both schools to determine if I meet the pre-requisites for the class I am requesting.

Student Signature: __________________________ Date: __________________________

Advisor Signature: __________________________ Date: __________________________

For Haskell Office Use Only

Initials of Processor: __________ Date Processed: __________

Date Approved: __________ Date Student Notified: __________

For KU Office Use Only:

Date Entered in Student Group: __________ Date Requested from Haskell: __________

Date Approved: __________ Date Student Notified: __________
Haskell – KU Partnership haskellpartnership.ku.edu

- Allows KU students to take a course at Haskell when they are otherwise not eligible (non-Native American).
- Allows Haskell students to take a course at KU while keeping Haskell as their home institution.

Basic Process:

**KU Students to Haskell:** Interested KU students should contact Samantha

- Approximately 1-5 KU students opt to take a course at Haskell each semester
- Student must be in good standing and can only take one Haskell course per semester
- They must complete a Haskell – KU Student Exchange Program Application, available on website
- Application is routed through CLA&S to the Registrar at Haskell for approval
- KU student enrolls in an LA&S course placeholder at KU. Final grade is given by Haskell Registrar to CLA&S for grade entry

**Haskell Students to KU:** Interested Haskell students should contact Bulaong

- Approximately 10 Haskell students opt to take a course at KU each semester
- Haskell student must have a 2.50 Haskell GPA, be in good standing, have necessary pre-requisites for courses, and can only take courses not offered at Haskell
- They must complete a Haskell – KU Student Exchange Program Application
- Haskell students seek advising through Bulaong Ramiz, from MRC, who holds office hours twice a month at Haskell
- The Registrar at Haskell, or Bulaong, checks student eligibility to take a KU course, including pre-requisites for the course they wish to take
- CLA&S completes enrollment management at KU, and sends the final grade back to Haskell to be entered into their grade roster

**Tuition and Fees:**

- When students participate in the above process they pay tuition and fees based on their home institution

**Role of CLA&S:**

- The role of CLA&S is to manage the enrollment process with the Haskell Registrar.
- Currently CLA&S is not responsible for enhancement or promotion of the Haskell Program. This role has been taken on by the Multicultural Resource Center at KU.

CLA&S Contact: Samantha Montague, Haskell Exchange Enrollment Coordinator.
smontag@ku.edu. 785-864-6876.
FAQ:

Is there a traditional exchange program for Haskell and KU?

Technically, no. If a student at either institution wants to take a course at the other institution, they follow the process outlined above. If a Haskell student that wants to transfer to KU, they go through the same process as any other transfer student. Course transfer eligibility is determined through normal credit transfer processes in Admissions.

Are all of the LA&S courses listed in the timetable available for KU students to take at Haskell?

No. The LA&S courses are placeholder courses for KU students to be enrolled in to represent their Haskell enrollment. New course titles are added if students choose to take a course not previously taken and entered into E&P. All existing titles get placed back in the schedule of classes indiscriminately. Therefore, some courses listed may not actually be offered at Haskell during a given semester. To see what courses Haskell is offering a student must go to Haskell’s website. Refer students to speak with Samantha to help them through this process.

How do we know if a Haskell student is enrolled at KU?

Currently this is kept in a spreadsheet, and the instructor for the class in which they want to take is notified that a Haskell student will be attending their course, and that they must add them to their Blackboard site, if necessary. CLA&S creates a Blackboard account for the student, and prompts the instructor for the Haskell student’s grade upon completion of the course. The grade is sent over to Haskell Registrar for entry.